Fermilab
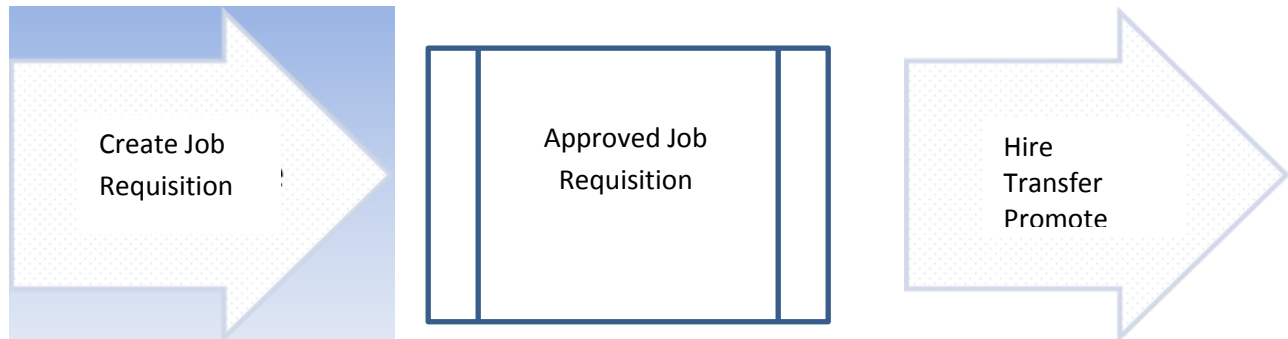
Create a Job Requisition: Copy Details from Existing Job Requisition
To Hire, Transfer or Promote a Worker
05.15.15

Create Job Requisition → **Approved Job Requisition** → **Hire Transfer Promote**

Overview: If the same or similar job requisitions are created frequently, the details can be copied from an existing job requisition to this one.

In order to hire, transfer or promote a new worker, *a job requisition MUST be created and approved first* in order to create a position for the worker to move into.

1. Type **Create Job Requisition** in the Search box.

2. Press **Enter**.

3. Select **Create Job Requisition** from the Search Results list.

4. To copy job requisition details from an existing job requisition, click **Prompt > My Job Requisitions** and select the appropriate job requisition from the list.

    OR

    Click **Prompt > Job Requisitions** by Supervisory Organization to copy a job requisition created in another Supervisory Organization.

5. Select your Supervisory Organization.

NOTE: A Supervisory Organization groups workers into a management hierarchy. A supervisory organization can be a department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization.

All fields with a red asterisk (*) are required fields. All Fermilab required fields may not have a red asterisk. A validation error message displays to identify these required fields.

For all required fields, always use Prompt and select from the list that displays (if available).

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6. Select **Create New Position** if you are increasing headcount, or

   Select **For Existing Position** and select an open vacant position if you are replacing a worker.

> **NOTE:** If no selection is made, an error message displays. The Position type MUST be selected.

7. Verify the **Worker Type** is Employee.

> **NOTE:** If this requisition is for an on-call position, the worker type is employee.
>
> To create a position in your organization for a contingent worker, follow the <u>Create a Job Requisition: Create New Position for a Contingent Worker</u> process.
>
> A contingent worker is not on the Fermilab payroll. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, and technician).
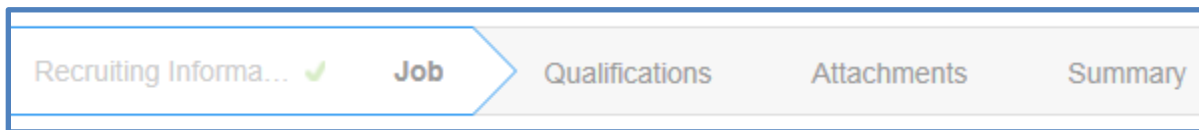
8. Click **OK**.

The **Recruiting Information** section displays.
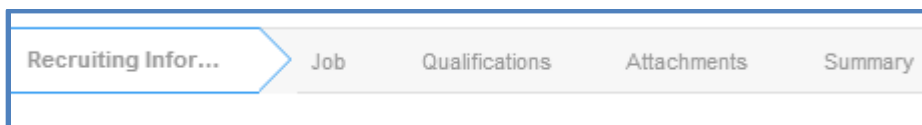
The chevrons display the sections to be completed.

1. Click **Next**.

The **Job** section displays.

A green check mark (✓) displays to the right of the section(s) completed.

The following fields auto populate based on the existing job requisition details:

- **Job Posting Title**
- **Job Profile**
- **Job Families for Job Profile**

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- **Worker Sub-Type**
- **Time Type**
- **Primary Location**
- **Schedled Weekly Hours**

2. Click **Next**.

   The **Qualifications** section displays.

   Click **Next**.

   The **Attachments** section displays.

1. Click **+** to upload any appropriate **Attachments**. If the job requires physical activities for example, attach a document with those requirements here.

   > **NOTE:** The WAAF information is located at: https://www-esh.fnal.gov/pls/cert/waaf.html
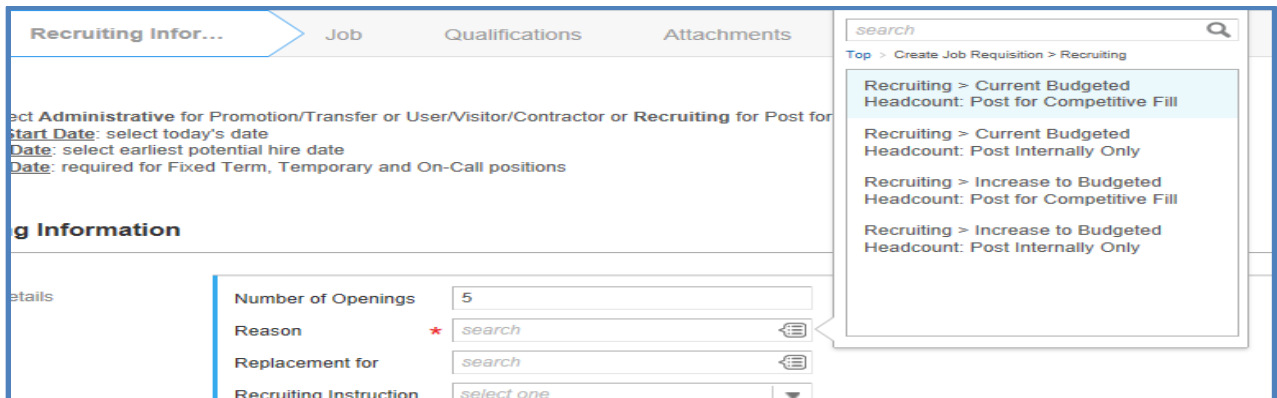
2. Click **Attach**, select the file and click Open.

3. Enter any **Comments** as appropriate.

4. Click **Next**.

   The **Summary** section displays.

1. Click **Submit**.

   An error message displays. Scroll up to the Recruiting Information section to complete the required fields.

2. **Reason:** Click Prompt > Create Job Requisition > Recruiting. Select Post for Competitive Fill (External Hire) for the **Reason**.

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REASON	DEFINITION
Recruiting > Current Budgeted Headcount: Post for Competitive Fill	No increase to headcount, posted externally
Recruiting > Current Budgeted Headcount: Post Internally Only	No increase to headcount, posted internally only
Recruiting > Increase to Budgeted Headcount: Post for Competitive Fill	Increase to headcount, posted externally
Recruiting > Increase to Budgeted Headcount: Post Internally Only	Increase to headcount, posted internally only

NOTE: You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.

3. Enter the **Recruiting Start Date**. Enter today's date.

4. Enter the **Target Hire Date**. Enter today's date.

5. Click **Submit**.

NOTE: Do **NOT** click Skip. The Organization Assignments section **MUST** be completed.

The Organization payroll cost center and associated information must be entered to complete the job requisition.

1. Click **Open** to Change Organization Assignments.

Fermilab defaults for the **Company**.

NOTE: If you do not know the specific Organization Assignments, right click your name in the upper right corner and select 'See in New Tab.' Click the Organizations tab to display the organizational assignments. Do **NOT** click Skip.

2. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center auto populate.

3. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.

4. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.

5. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.

6. Click **Submit**.

7. Click **Done**.

Once the Job Requisition for a new hire is approved, the requisition displays in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

View Job Requisition Progress Status

1. Open your FermiWorks Inbox.

2. Click **View Inbox**.

3. Click the **Archive** Tab.

4. Click the **Job Requisition** Action.

5. Click the **Process** tab.

6. Review the table to see the status.